

## **Secure storage, handling, use, retention and disposal of Disclosure and Barring Service (DBS) certificates and certificate information**

### 1. General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Crosshall Infant School Academy Trust complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the General Data Protection Regulation May 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

### 2. Storage and access

Certificate information is kept securely in a lockable unit with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### 3. Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### 4. Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### 5. Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months for unsuccessful candidates, to allow for the consideration and resolution of any disputes or complaints.

For successful candidates information from the DBS certificate and their identification is recorded on the single central record (SCR) and any electronic or paper copies of the documents are destroyed securely.

For visitors to school enhanced DBS certificate and their identification are recorded on the single central record (SCR) and retained for the duration of their attendance within school.

We ensure that at all times we are adhering to Data Protection and Human Rights of the individual. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

### 6. Disposal

Once the retention period has elapsed, we ensure that any DBS certificate information is immediately destroyed by secure means. We do not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we do keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

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